

Meeting of the Stonehaven Tolbooth Association
Wednesday 18th May 2016
Community Centre Bothy

Agenda

- 1 Welcome
- 2 Apologies
- 3 Minutes of previous meeting
 - a) acceptance
 - b) matters arising
- 4 Chair's report
- 5 Treasurer's report
- 6 Secretary's report
- 7 Curator's report
- 8 Shop report
- 9 Events report
- 10 Clock Tower
- 11 AOCB
- 12 Date of next meeting

Minutes

Present. Andrew Newton (AN), Dennis Collie (DC), Tom Walker (TW), Bill Emslie (BE), Jim Bruce (JB), Cressida Coates (CC), Clare Thomas (CT)*

1 Welcome. CC welcomed a slightly understrength committee.

2 Apologies. Tom MacPherson (TM), Ian Balgowan (IB), Tom Walker (TW), Gwynne Stewart (GSt)

Absent. None.

3 Minutes of previous meeting.

a) Acceptance The previous minutes of 20th April were accepted.

b) Matters arising

Action Points	Person	Action
Create fire alarm procedures	DC/TW	DC has passed template to TW. Awaiting final document from TW
Waiting for Mintlaw to respond to fire alarm contract query	CC	See Chair report
Investigate practicality of putting volunteer notices in medical centres.	CC	Still to be actioned
Raise lighting issue with ACMS staff	Committee	See Chair report
Investigate geocaching	CT	Completed
Contact the 'donor' of the missing Hindi (?) brooch	GS	Now located and donor informed

Have further discussions with the signage designer after consulting with JB over exact signage requirements	GS	In abeyance
Raise storage problem with ACMS	Committee	See Chair report
Organise 'Stonehaven Attractions' A4 poster	AN	Completed
Discuss educational grants with ACMS staff	Committee	See Chair report
Amend instruction for panoramic monitor	AN	Done. Passed to CC for printing

Action Points. TW to complete fire alarm procedures
 CC to investigate practicality of putting volunteer notices in medical centres

4 Chair's report (Cressida Coates)

CC started by announcing that she had received a resignation from George Strang on 17th May. George wishes to remain as a volunteer but no longer wishes to serve on the committee. CC recorded her appreciation of all the hard work that George has done in the last 4 years.

*CT joined the meeting.

The June rota is now complete but due to CC undergoing an impending surgical operation the compilation of the July rota will be overseen by CT.

A number of issues are listed under Matters Arising and these will be dealt with at a meeting with Aberdeenshire Council officials on Thursday 2nd June.

Saturday 21st May will see another wedding at the museum. The couple wish for a quiet ceremony and CC, her husband and daughter will be in attendance. Preparations for the wedding will be made either on the Friday night or on Saturday morning. CC believes that there is adequate cover for the occasion.

5 Treasurer's report (Dennis Collie)

Footfall is down by approx. 350 when comparing April 2015 with April 2016; numbers are closely correlated to the weather and a very poor Spring has had an effect on visitor numbers. However, finances are held up well and in the period 1st April to date Sales of £661 were recorded with the following donations/sponsorship:

- Donations for Fireballs £60
- Sponsorship for Clock Tower £140
- General donations £1047

Expenditure was approx.. £200

The lack of GiftAid envelopes was highlighted and AN will produce copies.

Action Point. AN to produce GiftAid envelopes

6 Secretary's report (Andrew Newton)

The painting donated by the daughter of the late Archibald Watt has arrived and is hanging in the Dunnottar Castle exhibit area. There is some confusion over the artist but DC has made preliminary enquiries with Aberdeen Art Gallery

500 'Stonehaven Attractions' posters were ordered from a German printer and individually placed in strengthen envelopes. It appears that the printers were generous with their quantity control and the museum was actually provided with 600 copies.

AN, DC and George Strange had a meeting with Douglas Turner, who is a professional fundraiser. Mr Turner has agreed to provide advice on building the business case in advance of seeking external funding for the proposed extension.

7 Curator's report

Following George Strang's resignation there is no curator's report.

8 Shop Report (Gwynne Stewart)

GSt was unable to attend the meeting but provided a written report in which she intimated that she would be submitting a further stock order in the near future.

DC highlighted that s stock check was required, especially for sale or return items. It was hoped to undertake this check within the next couple of weeks and help may be required. Several committee members offered to participate.

9 Events (Clare Thomas)

A summary of forthcoming visits is provided below.

Date	Time	Who	Staff	Comments
Friday 20 th May	1930	Lions Club	CC,CT	Clock Tower as well
Saturday 21 st May	1230	Wedding	CC	20 guests
Thursday 2 nd June	1330	Alzheimer's Group	Rota volunteers	20 visitors
Thursday 2 nd June	1430	Aberdeenshire Council	CC,AN DC et al	
Saturday 9 th July	1500 &1600	Burns Club	Rota volunteers	Mini Burns Supper
Sunday 10 th July	1330 – 1630	Folk Festival Club	Rota volunteers	Drop-in musicians

The Lions Club are donating £300 to the museum and want a photographic opportunity at the Feeing Market on 4th June. CC will attend at 1200 hours, AN is the fall back person.

Action Point. CC to receive a cheque from Lions Club on 4th June.

10 Clock Tower (Andrew Newton)

A further sponsor has been acquired for the Clock Tower and DC is starting to receive the promised payments.

GSt, and others, have commented on the amount of dust etc. accumulating in the Clock Tower. CC will source cleaning equipment and request the volunteers that should consider the occasional 'spring clean'.

Action Point. CC to store cleaning equipment in Tower and request an occasional 'spring clean'.

11 AOCB

CT raised the point that the line of books and DVDs etc. for sale on the top of the metal detector cabinet is obstructing the view of the artefacts. The committee agreed. The problem is that these books etc. do provide an additional source of income but finding a suitable display area is problematic. To be investigated further.

JB mentioned that he has been asked for information/booklets on the Old Granary, Glenury Distillery and R W Thompson but the museum does not have any documentation.

JB also mentioned that the museum is still experiencing regular water ingress from the restaurant. CC will mention to Willie Munroe.

AN stated that the museum's advert on the Land train should be in place shortly.

JB asked about progress on the plans for the museum extension and AN agreed to contact the architect.

CC has been approached by a 17 year old Mackie Academy pupil who wishes to volunteer at the museum. The committee approved the request subject to appropriate mentoring.

DC has replied to a visitor's request for a copy of a DC lyric displayed in the Rabbie Burns section.

Action Points. Committee to investigate alternative display area for old books and DVDs
CC to discuss water seepage with Willie Munro
AN to contact architect

12 Date of next meeting

The next meeting will be held on **Wednesday 15th June** in the Bothy at the Community Centre at 1930 hours. Below are listed the remaining scheduled meeting dates until September.

20th July 17th August 21st September (AGM)

Andrew Newton
19th May 2016

Secretary
Stonehaven Tolbooth Association
(Tolbooth Museum)
A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Points	Person
Complete fire alarm procedures	TW
Investigate practicality of putting volunteer notices in medical centres.	CC
Produce GiftAid envelopes	AN
Store cleaning equipment in Tower and request an occasional 'spring clean'	CC
Investigate alternative display area for old books and DVDs	Committee
Discuss water seepage with Willie Munro	CC
Contact architect	AN